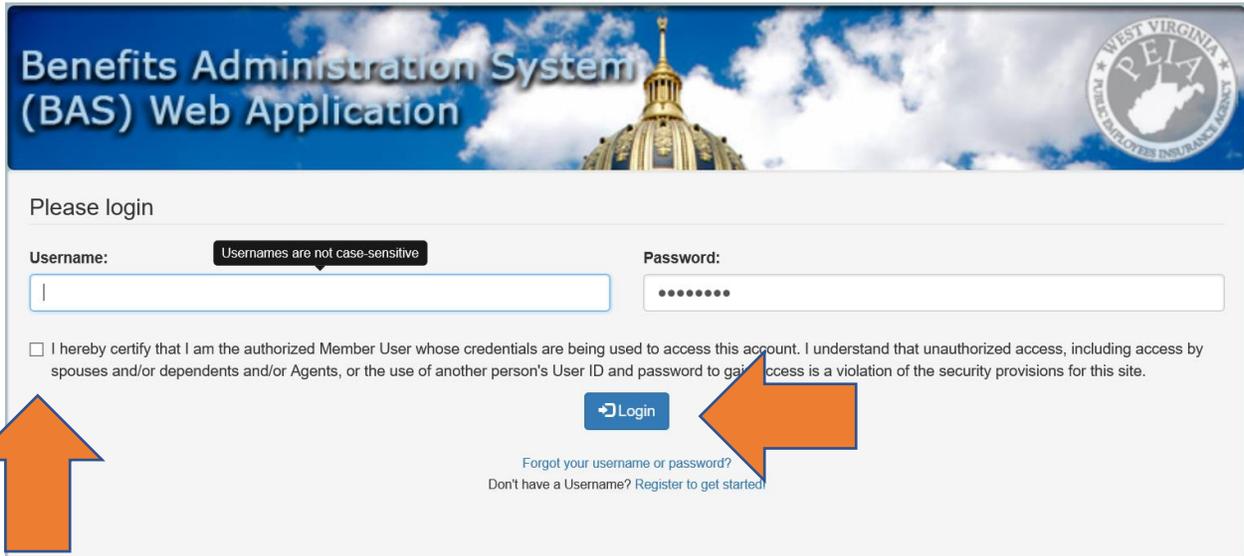


How to Upload a Document

Go to PEIA.wv.gov on your internet browser.

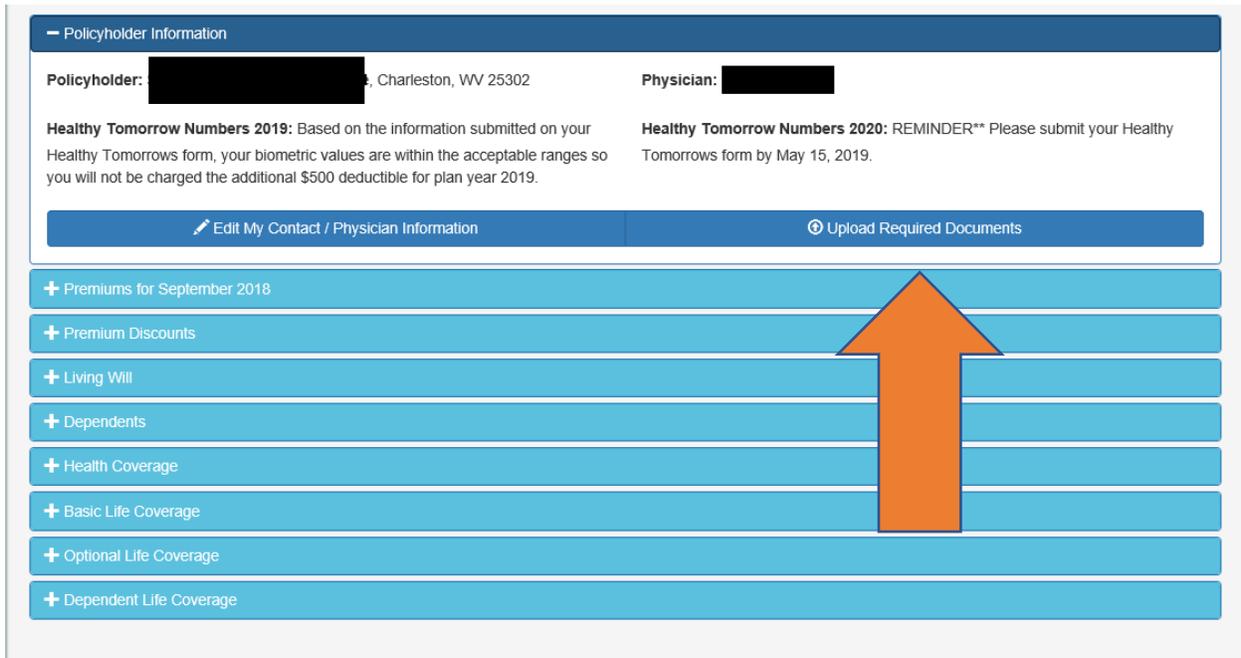


Click on the green Manage My Benefits button.



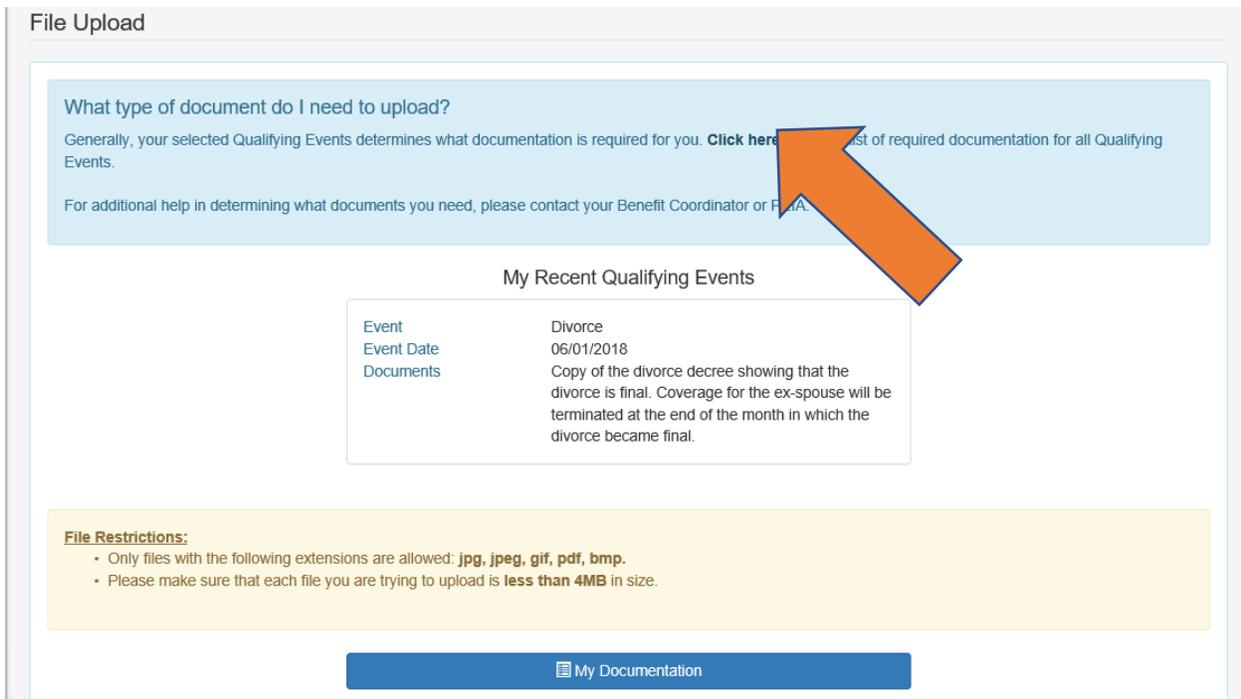
Enter your Username and password and click on the box to certify that you are the authorized user. Then click on the Login button.

Click on Upload Required Documents.



The screenshot shows a web interface with a dark blue header bar containing a minus sign and the text "Policyholder Information". Below the header, there are two columns of text. The left column contains "Policyholder:" followed by a redacted name and address "Charleston, WV 25302". The right column contains "Physician:" followed by a redacted name. Below this, there are two paragraphs of text: "Healthy Tomorrow Numbers 2019: Based on the information submitted on your Healthy Tomorrows form, your biometric values are within the acceptable ranges so you will not be charged the additional \$500 deductible for plan year 2019." and "Healthy Tomorrow Numbers 2020: REMINDER** Please submit your Healthy Tomorrows form by May 15, 2019." Below the text are two blue buttons: "Edit My Contact / Physician Information" and "Upload Required Documents". Below the buttons is a list of menu items, each with a plus sign: "Premiums for September 2018", "Premium Discounts", "Living Will", "Dependents", "Health Coverage", "Basic Life Coverage", "Optional Life Coverage", and "Dependent Life Coverage". An orange arrow points to the "Upload Required Documents" button.

If you are unsure of what documentation you need to upload, click on the darkened Click here to view a list of necessary documentation.



The screenshot shows a "File Upload" page. At the top, there is a light blue box with the heading "What type of document do I need to upload?". Below the heading, there is a paragraph of text: "Generally, your selected Qualifying Events determines what documentation is required for you. [Click here](#) to view a list of required documentation for all Qualifying Events." An orange arrow points to the "Click here" link. Below the paragraph, there is another line of text: "For additional help in determining what documents you need, please contact your Benefit Coordinator or P.A.A.". Below this is a section titled "My Recent Qualifying Events" with a table:

Event	Divorce
Event Date	06/01/2018
Documents	Copy of the divorce decree showing that the divorce is final. Coverage for the ex-spouse will be terminated at the end of the month in which the divorce became final.

Below the table is a yellow box with the heading "File Restrictions:" and two bullet points:

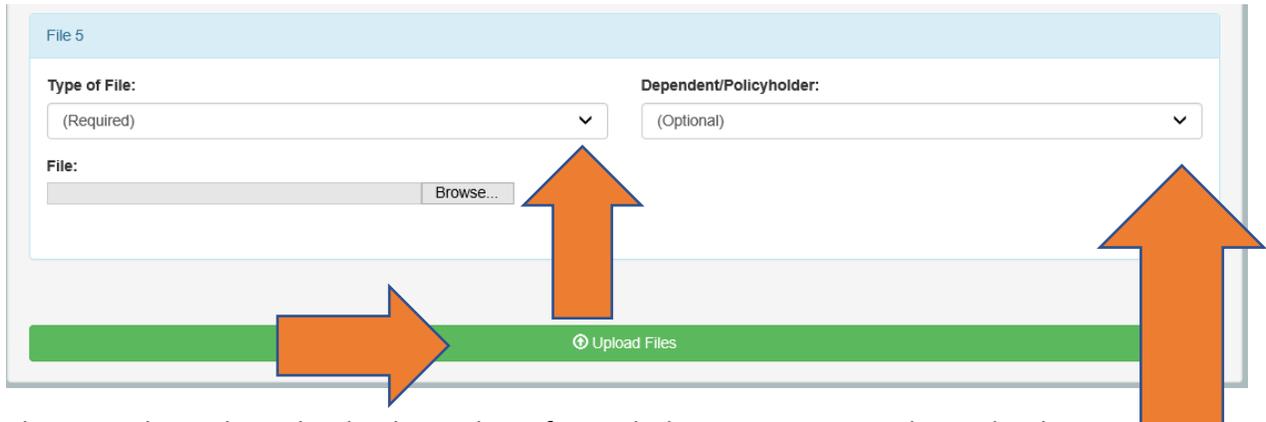
- Only files with the following extensions are allowed: **jpg, jpeg, gif, pdf, bmp**.
- Please make sure that each file you are trying to upload is **less than 4MB** in size.

At the bottom of the page is a blue button with a folder icon and the text "My Documentation".

Otherwise, click on the Type of File drop down box and choose one. Then if it applies to one of your dependent's coverage, click the Dependent/Policyholder drop down box and select that

How to Upload a Document

which applies. Lastly choose the type of file that you are uploading and then click on the upload Files green button.



That completes the upload. Please do so for each document you need to upload.